

User Roles and Access to MontCAS Systems for 2017–2018

The following table indicates which users can access the features and tasks within each MontCAS system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DA*	DC*	SC*	TE*	TA*
Test Information Distribution Engine (TIDE)					
Managing Students					
Viewing, Editing, Exporting Test Settings**	✓	✓	✓	✓	✓*
Uploading Test Settings through File Uploads	✓	✓	✓	✓	
Printing Testing Tickets	✓	✓	✓	✓	✓
Managing Users					
Adding Users	✓	✓	✓		
Viewing, Editing, Exporting Users**	✓	✓	✓		
Uploading Users through File Uploads	✓	✓	✓		
Deleting Users	✓	✓	✓		
Managing Rosters					
Adding Rosters	✓	✓	✓	✓	
Viewing, Editing, Exporting Rosters**	✓	✓	✓	✓	
Uploading Rosters through File Uploads	✓	✓	✓	✓	
Printing from Roster List	✓	✓	✓	✓	
Deleting Rosters	✓	✓	✓	✓	
Managing Appeals					
Creating Appeals	✓	✓	✓		
Viewing Appeals	✓	✓	✓	✓	✓
Creating Appeals through File Uploads	✓	✓	✓		
Monitoring Test Progress					
Generating Plan and Manage Testing Reports	✓	✓	✓	✓	✓
Generating Test Completion Rates Reports	✓	✓	✓	✓	✓
Generating Test Status Code Reports	✓	✓	✓		
Managing Non-Participation Codes					
Viewing and Editing Non-Participation**	✓	✓	✓	✓	✓*

Task or Site	DA*	DC*	SC*	TE*	TA*
Accessing Global Features					
Downloading and Installing Voice Packs	✓	✓	✓	✓	✓
Downloading Teacher Hand-Scoring Resources for Interims	✓	✓	✓	✓	✓
Downloading Files from the Inbox	✓	✓	✓	✓	✓
Test Administration (TA) Sites					
Accessing TA Interface	✓	✓	✓	✓	✓
Accessing TA Certification Site	✓	✓	✓	✓	✓
Accessing Assessment Viewing Application	✓	✓	✓	✓	✓
Online Reporting System (ORS)					
Managing Score Reports					
Viewing School Listing Report	✓	✓	✓		
Viewing Teacher Listing Report	✓	✓	✓		
Viewing Roster Listing Report	✓	✓	✓	✓	
Viewing Student Listing Report	✓	✓	✓	✓	
Viewing Individual Student Score Report	✓	✓	✓	✓	
Managing Reports					
Viewing Summary Statistics	✓	✓	✓	✓	
Retrieving Student Results	✓	✓	✓	✓	
Managing Rosters					
Adding Rosters	✓	✓	✓	✓	
Viewing and Editing Rosters**	✓	✓	✓	✓	
Uploading Rosters through File Uploads	✓	✓	✓	✓	
Searching Students					
Searching for Students	✓	✓	✓	✓	

Task or Site	DA*	DC*	SC*	TE*	TA*
Teacher Hand Scoring System (THSS)					
Scorer	✓	✓	✓	✓	✓
Score Manager	✓	✓	✓		
AIR Ways					
District Assessment Report	✓	✓			
School Assessment Report	✓	✓	✓		
Teacher Assessment Report	✓	✓	✓		
Student Assessment Report	✓	✓	✓	✓	
Managing Rosters	✓	✓	✓	✓	
Managing Test Reasons	✓	✓	✓	✓	
<p>*DA—District Administrator; DC—District Test Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator</p> <p>**Some roles have view-only access to this feature.</p>					